

Contract Awards Provided for Information (contracts over \$50,000 and up to \$175,000)

#	User/Budget Holder School/Department	Products/Services Details	Recommended Supplier	Low Bid/Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
1	Special Education and Inclusion Department – Assistive Technology (AT) / Special Equipment Amount (SEA)	<p>OrbitNote Assistive Technology Chrome extension that converts inaccessible documents to accessible ones. SAM23-625SSF</p> <p>See Appendix 'D'</p>	TextHelp	N/A	N/A	Sole Source	\$120,250	May 2023 (renewal annually)	Special Education and Inclusion Department – Assistive Technology (AT) / Special Equipment Amount (SEA)
2	Virtual Learning & Re-Engagement	<p>Community and System-Based Tutoring</p> <p>Virtual Learning & Re-engagement has continued to find community agencies throughout the period to service as many areas around the city as possible from March 2022 to the end of the period initially identified by Ministry as March 31, 2023. Since the last batch of service providers reported in May 2023, these providers have been engaged to provide further services from May to June 2023. The Ministry of Education has provided the TDSB with limited time funding specifically for tutoring.</p>	RISE Sports 4 All Taking Kids Out of Poverty Toronto Youth Innovation Friends of Cornell Tropicana One Voice One Team Motion Ball Sports Go Green Youth Centre Ripple Effect Anjumin-E-Islahul-Muslemin Scarborough Muslim Association Canadian Somali	N/A	N/A	Single Source	\$172,306 \$180,900 \$120,355 \$175,605 \$188,000 \$22,683 \$7,725 \$99,253 \$192,717 \$50,000 \$30,000 \$50,000 \$54,525	May 2023/ June 2023	Virtual Learning & Re-Engagement

#	User/Budget Holder School/Department	Products/Services Details	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
			Association of Toronto Arab Community Centre of Toronto (ACCT) Working Women Community Support				\$11,438 \$30,000		

Contracts Requiring Finance, Budget and Enrolment Committee Approval
 (contracts over \$175,000 and up to \$250,000)

#	User/Budget Holder School/Department	Products/Services Details	Recommended Supplier	Low Bid/Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
1	IT Services	<p>Provision of External IT Technical Support Services OECM RFP 2019-327 One year extension of the services of a Developer/Administrator required to continue implementation of various enhancements on the Service Now platform.</p> <p>See Appendix 'E'</p>	Randstad Technologies	Yes	No	5	\$210,450	June 30, 2023/ June 28, 2024	IT Services
2	International Students and Admissions Office	<p>International Student Pre-Arrival Learning/Assessment Tool for English and Math CF23-669SSF</p> <p>See Appendix 'F'</p>	Vital English/Intuto Canada Inc.	N/A	N/A	Sole Source	\$48,400	December 2023/ November 2027	International Students and Admissions Office

Contracts Requiring Board Approval (contracts over \$250,000 and Consulting Services over \$50,000)

#	User/Budget Holder School/Department	Products/Services Details	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
1	Legal Services	<p>External Legal Services Providers of Record</p> <p>AS23-096P</p> <p>See Appendix 'G'</p>	<ul style="list-style-type: none"> • Hicks Morley Hamilton Stewart Storie LLP • Keel Cottrelle LLP • Sherrard Kuzz LLP • Filion Wakely Thorup Angeletti LLP • Shibley Righton LLP • Leners LLP • Rousseau Mazzuca LLP • Seabrook Workplace Law • Dentons Canada LLP 	Yes	No	20	\$3,000,000	April 2023 / April 2033	Legal Services
2	IT Services	<p>Palo Alto SD-WAN Renewal</p> <p>AS23-492P</p> <p>See Appendix 'H'</p>	Bell Canada	Yes	No	2	\$1,350,602	July 2023 / June 2026	IT Services
3	IT Services	<p>Cisco Meraki Software & Hardware</p> <p>AS23-493P</p> <p>See Appendix 'I'</p>	Bell Canada	Yes	No	8	\$888,000	July 2023 / June 2031	IT Services
4	IT Services	<p>SmartFindExpress</p> <p>AS23-633SSF</p> <p>See Appendix 'J'</p>	PowerSchool	N/A	N/A	Sole Source	\$392,600	July 2023 / June 2028	IT Services / Employee Services
5	IT Services	<p>Chromebook 1:1 Device Program</p> <p>AS23-323P</p> <p>See Appendix 'K'</p>	Compugen	Yes	No	5	\$9,040,800	June 2023 / August 2023	IT Services
6	All Schools / Departments	<p>Audio Visual Equipment</p> <p>Vendors of record to provide a variety of audio visual equipment used in schools and departments as/when required. Examples of</p>	<p>Compugen Inc.</p> <p>LR Brown Audio Visual</p> <p>Bluum Canada, Inc.</p> <p>Micro Assistive Tech Inc.</p> <p>MA.S.T. Distribution Inc. /</p>	Yes	No	6	\$200,000	July 2023 / June 2026	Marketing and Multimedia Services

#	User/Budget Holder School/Department	Products/Services Details	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
		equipment include but are not limited to headphones, speakers, microphones, etc. SJS23-003P	Canadian Education Warehouse						
7	Special Education and Inclusion Department – Assistive Technology (AT) / Special Equipment Amount (SEA)	Read and Write Assistive Technology Tool An assistive technology tool that provides students a range of reading, writing and research tools that can be used on multiple platforms/devices. SAM23-651SSF See Appendix 'L'	TextHelp	N/A	N/A	Single Source	\$295,815	June 2023/ (renewal annually)	Special Education and Inclusion Department – Assistive Technology (AT) / Special Equipment Amount (SEA)
8	Mathematics & Numeracy / All Schools	Knowledgehook Digital Resource Licenses Knowledgehook is an instructional guidance system designed to support the implementation of high-impact instructional practices in mathematics. It is available to students across the board in Grades 1-10 in English and French, and is 100% in alignment with the Ontario math curriculum. In addition to licensing, Knowledgehook will work with the TDSB math team to create a professional learning plan designed to honour the role of all educators in improving math outcomes for students. Funding has been provided through a Ministry of Education Priorities and Partnerships Funding (PPF) Grant for Digital Math Tools.	Knowledgehook	N/A	N/A	Sole Source	\$1,484,751	September 2023/ August 2024	Mathematics & Numeracy

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BRIEFING NOTE

Date 1 June 2023
To Finance, Budget & Enrolment Committee
From Nandy Palmer, System Superintendent – Special Education & Inclusion
Subject **OrbitNote Assistive Technology**

Purpose OrbitNote is a Chrome extension that converts inaccessible documents (e.g. a picture with words) to an accessible one (using a process called Optical character recognition - OCR). It is used online in a Chrome environment and is not dependent on the type of device the student/teacher has. OrbitNote allows teachers to create and edit accessible documents and share them in an online classroom environment. It integrates with the Google learning environment.

By making the documents accessible, assistive technology features (e.g. Read&Write's text to speech, voice typing, etc.) can be utilized by students. OrbitNote also allows annotation, feedback and collaboration while using PDF documents. OrbitNote is an important program to offer especially as more students have access to Chromebooks that do not offer other options to create accessible documents. Before we had access to OrbitNote, school photocopiers or scanners were used to scan documents. Access to these devices is not always ready or convenient. Providing OrbitNote to all staff and students allows accessible documents to be created and used much more easily.

The Assistive Technology (AT)/Special Equipment Amount (SEA) Team (part of Special Education and Inclusion) has identified this tool as it aligns with the Multi-Year Strategic plan in the areas of: transforming student learning, by creating inclusive learning environments, and the area of providing equity of access to learning opportunities for all students by creating accessible resources for students. This tool is an important part of the TDSB accessibility plan, and is particularly useful in an increasingly digital learning environment.

Strategic Direction • Allocate human and financial resources strategically to support student needs.

BRIEFING NOTE

Date 1 June 2023
To Finance, Budget & Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Information Management

Subject **Provision of External IT Technical Resource Services**

Purpose IT Services requires the continued support of an external service provider to assist in the implementation/augmentation of several digital transformation projects in ServiceNow (an existing technology platform where the “ServiceIT” functionality resides) to help the organization move away from paper-based processes and enhance support for students, parents and the community.

Key projects include Governance & Risk, Virtual Agent, Parent/Student IT portal, and mobility (providing an app to access ServiceIT as an alternative to using a browser).

Additionally, this resource will provide knowledge transfer to newly hired TDSB IT staff that will build internal capacity to support the ServiceNow platform.

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BRIEFING NOTE

Date 1 June 2023
To Finance, Budget & Enrolment Committee
From Stacey Zucker, Associate Director – Modernization & Strategic Resource Alignment
Subject **International Student Pre-Assessment Tool for English and Math**

Purpose In 2018 TDSB participated in a Request for Proposals (RFP) issued by the York Region District School Board for an English assessment tool for use by International Students prior to travelling to Canada. Only one bid was received for that RFP and it was from Intuto Canada Inc.

Since that time TDSB's International Students and Admissions Office has been using Intuto's pre-arrival learning software called Vital English that assesses a student's proficiency in English and provides a 9-chapter online orientation. The orientation includes an introduction to Canadian currency, what to expect upon arrival at the Canadian airport, dealing with culture shock, activities they can do outside of school, how to get good grades, courses required to graduate, and three chapters dedicated to accommodation. 99% of students report feeling better prepared after doing the orientation. Following orientation, students can work on their vocabulary skills. There is a vocabulary course and four terminology courses that help the students understand English terms used in math and science as they are often different from their first language. Their online language assessment is completed in their home country and allows preliminary placement in an appropriate English as a Second Language level prior to their arrival in Canada.

In the fall of 2021, a new module from Intuto called Vital Math was piloted with great success. It is an assessment tool used before arrival in Canada to help assess a student's proficiency in math and guide placement in the suitable grade/course level when they attend school in Ontario.

The International Students and Admissions Office has found both tools to be

cost effective and provide reliable results. Intuto has also provided excellent follow up service throughout the term.

Since the last RFP, there have not been any new providers of this type of service identified. Therefore International Students and Admissions Office plans to continue use of the Vital English and Vital Math products on a sole source basis. York Region DSB has also decided to continue their relationship with Intuto Canada Inc. on a sole source basis as well. It is recommended that a new agreement with Intuto Canada be approved for a four (4) year term.

Pre-pandemic, the International Students and Admissions Office had 1,000+ new secondary international students a year. They estimate that the number of students will be approximately 800 for the 2023-2024 school year, with hopes that it will return to pre-pandemic levels in the next few years.

Intuto Canada Inc. has agreed to maintain current pricing for both tools for an additional four (4) year term.

- Vital English - \$2,500/month
- Vital Math – charged by student at \$23/student.

Based on the quoted fees and a projection of 800 new international students enrolling, the estimated cost for year one of the agreement will cost \$48,400.

The cost for these online pre-arrival/assessment tools is recovered in the tuition fees paid by International Students.

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BRIEFING NOTE

Date 29 March 2023

To Finance, Budget & Enrolment Committee

From Leola Pon, (Acting) Associate Director

Subject **External Legal Services Providers of Record**

Purpose In the fall of 2022, TDSB’s Legal Services department and Purchasing department began development of a new RFP to establish an updated list of legal service providers following best practices in the public sector. In order to make the opportunities more attractive and accessible to law firms of all sizes, the work was broken down into seven (7) categories of law listed below:

- Labour & Employment
- Education / Special Education
- Corporate
- Privacy
- General Civil Litigation
- Construction
- WSIB/WSIAT

All proposals were first reviewed and confirmed to have provided all mandatory requirements outlined in the RFP document. Using the pre-determined criteria, each category of law was evaluated independently. The evaluation team was comprised of lawyers from TDSB’s in-house Legal Services department.

Up to 3 top scoring bidders in each of the seven (7) categories of law were shortlisted for an interview.

Category of Law	Successful Bidders
Employment & Labour	<ul style="list-style-type: none"> • Hicks Morley Hamilton Stewart Storie LLP • Sherrard Kuzz LLP • Keel Cottrelle LLP
Education / Special Education	<ul style="list-style-type: none"> • Hicks Morley Hamilton Stewart Storie LLP • Fillion Wakely Thorup Angeletti LLP • Keel Cottrelle LLP

Corporate	<ul style="list-style-type: none"> • Dentons Canada LLP • Keel Cottrelle LLP
General Civil Litigation	<ul style="list-style-type: none"> • Shibley Righton LLP • Lerner LLP • Keel Cottrelle LLP
Construction	<ul style="list-style-type: none"> • Rousseau Mazzuca LLP • Keel Cottrelle LLP
WSIB / WSIAT	<ul style="list-style-type: none"> • Hicks Morley Hamilton Stewart Storie LLP • Sherrard Kuzz LLP • Seabrook Workplace Law
Privacy	<ul style="list-style-type: none"> • Hicks Morley Hamilton Stewart Storie LLP • Keel Cottrelle LLP

These are not exclusive agreements and the TDSB reserves the right to retain other lawyers, law firms, or paralegals should a specific matter require it. Further, there is no guarantee with respect to the volume of work the successful bidders may receive.

The TDSB annual spend on external legal services is slightly above \$3 million per year. This amount has been budgeted for in the Legal Services department's annual operating budget. The intent is to work with the new legal service providers to assist in legal cost containment and pursue further cost avoidance and reductions during the course of the term of their agreements.

The initial agreement term will be for a period of five (5) years with five (5) additional one-year extension options available at the discretion of the TDSB.

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BRIEFING NOTE

Date 1 June 2023

To Finance, Budget & Enrolment Committee

From Peter Singh, Executive Officer, Information Technology and Information Management

Subject **PALO ALTO SUPPORT SERVICES AND ENTERPRISE LICENSING AGREEMENT**

Purpose As part of the Ministry-sponsored SD-WAN (Software Defined Wide Area Network) project, Palo Alto hardware was deployed to all schools and facilities between 2020 and 2021. This hardware provides enhanced security and facilitates internet connectivity at each location.

The current support contract for those devices is set to expire. To ensure continued stability of the Palo Alto hardware and to ensure that services are maintained for schools/sites, IT Services seeks to procure support and enhanced security services for a period of three years, by which time the hardware will be replaced.

A Request for Proposals was issued and two (2) bids were received. Bell Canada was the lowest priced submission and is therefore recommended for award of contract.

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BRIEFING NOTE

Date 1 June 2023
To Finance, Budget & Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Information Management

Subject **CISCO MERAKI SOFTWARE & HARDWARE**

Purpose TDSB has deployed Cisco and Meraki network equipment across all locations, including the Data Centre, to provide essential networking infrastructure capabilities such as wired and wireless connectivity. These technologies are crucial for delivering the curriculum and supporting classroom and administrative activities. Cisco and Meraki are leaders in the industry, offering top-notch functionality and security features.

To maintain optimal performance and replace outdated equipment, IT Services regularly updates network hardware. Additionally, deployments are supplemented to provide expanded capacity as usage grows.

To ensure continued purchasing capabilities, IT Services recently initiated a Request for Proposals process for Vendors of Record. Out of the eight (8) received bids, Bell Canada submitted the lowest-priced proposal, making them the recommended vendor for the contract award.

The proposed agreement is for a three-year period, with the option of five additional one-year extensions entirely at the Board's discretion.

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BRIEFING NOTE

Date 1 June 2023

To Finance, Budget & Enrolment Committee

From Peter Singh, Executive Officer, Information Technology and Information Management

Subject **SMARTFIND EXPRESS**

Purpose SmartFind Express (SFE) is a critical software that has been in use at TDSB for many years. SFE allows teachers and support staff to enter absences and automatically have occasional teachers and other support staff dispatched to replace them. This is a critical operational requirement helping to maintain school operations on daily basis. Currently a complex interface built between SFE and SAP HRIS (TDSB's Payroll and HR System) helps process the absences and pay the dispatched staff.

SmartFindExpress (SFE) is owned by PowerSchool the same vendor that provides TDSB with the current Student Information System. SFE is long imbedded in TDSB's technology landscape and the infrastructure required is in place to continue to support the software.

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BRIEFING NOTE

Date 1 June 2023

To Finance, Budget & Enrolment Committee

From Peter Singh, Executive Officer, Information Technology and Information Management

Subject **CHROMEBOOK 1:1 DEVICE PROGRAM**

Purpose Devices running the Chrome OS, specifically Chromebooks, have become a mainstay in the delivery of digital curriculum to TDSB students. Over the course of the 2021-22 and 2022-23 school years, the 1:1 Student device program has provided almost 70,000 Chromebooks to students in grades 5 and 9. Chromebooks have taken on increasing importance as they have facilitated remote and in-person learning at a lower price point than traditional Windows or MAC laptops.

Background:

To obtain the best value the Chromebooks 1:1 program for the upcoming school year, the IT Services department defined a set of technical and service requirements. These requirements were issued to existing OEM suppliers to ensure that the unique requirements for this large-scale initiative could be met, at the best possible price.

Results:

Bids were submitted by CDW, Compugen, Dell, Northern Micro and Powerland. Three submissions did not pass the minimum scoring threshold for service requirements. As a result, they were disqualified from further consideration. Of the remaining two bids, Compugen offered devices from three alternative manufacturers (Acer, ASUS and HP). When considering price, service and technical requirements, the overall scores for the ASUS units from Compugen scored the highest, with Acer coming second. As a result, samples of these proposed devices were requested from Compugen so that the IT Services department could perform a hands-on evaluation of the

units which were scored on a Pass/Fail basis.

Based on the overall evaluation of the submissions, the recommended offerings of Chromebooks for the coming school year are listed below:

Description	Model	Qty	Price*
Asus Chromebook	CR1100CKA-C1R-CA	20,000 units	6,027,200.00
Asus Chromebook	CR1100CKA-YZ142	10,000 units	3,013,600.00
		Total	9,040,800.00

*Price includes asset tagging, Google Chrome Management License, 2 year onsite warranty, and 1 year accidental damage protection warranty.

Recommended Award:

It is recommended that Compugen be awarded the contract to provide Chromebooks for the 1:1 program with the ASUS Chromebook CR1100CKA being the preferred model. This model passed the hands-on evaluation and is the lowest priced.

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BRIEFING NOTE

Date 1 June 2023

To Finance, Budget & Enrolment Committee

From Nandy Palmer, System Superintendent – Special Education & Inclusion

Subject **Read and Write Assistive Technology Tool**

Purpose Read and Write is the primary assistive technology tool used in the TDSB. It provides students a range of reading, writing and research tools. Read and Write can be used on multiple platforms so that the same tool can be used by students with different devices.

Even though assistive technology is highly supportive and may have been developed for students with specific special education needs, it can be used to support all students in a Universal Design for Learning (UDL) approach. Providing assistive technology to all students gives students options in how their learning is supported and ensures equity and accessibility for all. These tools can be used in a variety of ways as needed to meet the varied tasks in every classroom. Read and Write provides a menu of tools that students can select from, depending on their individual needs.

Use of Read and Write supports goals in the TDSB multi-year strategic I in the areas of: transforming student learning, by creating inclusive learning environments, and the area of providing equity of access to learning opportunities for all students.

The Assistive Technology (AT)/Special Equipment Amount (SEA) Team (part of Special Education and Inclusion) will use Ministry Special Education Amount funding to pay for the continuation of a district-wide license for this product in order to ensure universal access to assistive technology for all students in the TDSB.

Read and Write has been available district-wide for many years, with the current Chrome version being available since 2018.

Read and Write was selected through an RFP process in 2018. It was determined to be the best assistive technology product that would meet the needs of many students and work within the technical landscape of the TDSB

and with tools and devices available to students. Since then, there has been considerable investment in implementation, training, and support for this product as well as efforts to ensure other software purchases are compatible with Read and Write. To give students uninterrupted access to the assistive tools they need, it is imperative that we continue to have Read and Write available to all staff and students.

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